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| **Name of Grant Program:** Massachusetts Literacy Institute Grant | **Fund Code:** 583-2 |

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| PART III – REQUIRED PROGRAM INFORMATION |

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| **PART A – District Information** |

# Required: Please write the name of the District/LEA

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**Required**: Please write the name of Elementary School(s)

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**Required**: Provide contact information for the district level leader or school administrator managing this grant.

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| Name:  Phone:  Email: |

**Required:** Provide contact information for the person managing the funds or business office contact.

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| Name:  Phone:  Email: |

**Optional**: Information for an additional contact who will require communication about the grant (e.g., grant manager, finance office, curriculum director).

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| Name:  Phone:  Email: |

**Optional:** Contact person, in addition to the grant contact person, for data collection.

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| Name:  Phone:  Email:  Role: |

**Required:** Check (✓) to acknowledge that if awarded this grant, the district will be required to submit early literacy screening data to DESE at the end of each award year.

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| I acknowledge that if award this grant, the district will be required to submit early literacy screening data to DESE at the end of each award year. |  |
| Approved early literacy screening assessment used by the district: |  |

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| PART B – District/LEA Narrative Questions |

***To be considered eligible, applicants must*** ***commit to:***

1. Creating a grant team (no more than six members) including a total of 3 teachers (this can include classroom educators, reading specialists, special education teachers, English learner teachers, or literacy coaches), a school administrator, and a district level literacy leader, administrator, and/or coordinator.
2. Full team attendance at all 7 Institute meetings (all meetings are virtual beginning in January 2024 and ending in June 2024, for a total of 17.5 hours of facilitated professional learning). All meetings will be held during the school day. In addition, teams are expected to dedicate time to meet independently for 90 minutes between each session to process materials shared, apply them to the development of their literacy plan, and work toward the completion of the literacy action plan by the end of the Institute.
3. Developing measurable, attainable, literacy goals and action steps for [literacy leadership responsibilities](https://www.doe.mass.edu/massliteracy/leading-mtss/leadership-team.html), [evidence-based core instruction](https://www.doe.mass.edu/massliteracy/literacy-block/default.html) and [intervention](https://www.doe.mass.edu/massliteracy/reading-difficulties/default.html), [assessment, and data-based decision making](https://www.doe.mass.edu/massliteracy/leading-mtss/data-based-decision.html) over the course of the Institute from October through April with the support of the Institute facilitators.
4. Participating in all required DESE-funded grant evaluation requirements, including meeting surveys, pre-and post-tests of knowledge and practice, and focus groups of participants chosen randomly by DESE, a series of 3 sustainability surveys during the 24-25 school year conducted via email with district lead.
5. Planning and participating in one presentation of the team’s completed literacy plan at an end of Institute showcase in June 2024.
6. Sharing with DESE their student-level assessment data from the approved early literacy screening assessment that is administered in all schools during the grant period. DESE will support districts to submit the required data by June 30 of each year awarded. DESE will analyze the statewide data collected for research purposes. Analyses will only be reported in the aggregate (e.g., by grade-level, region, etc.) in order to meet state and federal confidentiality laws. Identifying information of LEAs and schools will not be reported. All reporting will protect the identities of students, educators, schools, districts, and LEAs.
7. Please describe your current literacy block in K-5. Your response should answer the following questions:
8. What components are included in literacy instruction?
9. How are students grouped for differentiated instruction?
10. How much time is allocated to the literacy block?
11. What core instructional materials for literacy do you use?

Maximum response length: 250 words

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1. Summarize why you want to participate in the Massachusetts Literacy Institute. Your response should answer the following questions.
   1. What do you hope to accomplish through participation in this grant?
   2. How do you plan to align this grant with current initiatives in your school/district?
   3. Who will be on this grant team and why were they selected?
   4. How do you plan to engage with and implement a new literacy plan over next 2-3 years?

Maximum response length: 500 words

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